



Montgomery County Department of Liquor Control How to Look Up Invoice, Payment and Return Information in iStore

Once you have logged into iStore, click on the Track Orders tab at the top of your screen. In the blue field just below the tabs, you will see links for Invoices, Payments, and Returns. Click the link you want to search related information.

Payments

- Search payments processed in the last 7, 14, 30, 60 or 90 days. Make your selection from the drop-down menu and click Go.
- Search payments processed within a specific date range. For example, if you wanted to search payments that hit your bank account the second week of April, you could enter Payments between April 13 and April 17 and click Go. (note: clicking on the calendar icon to the right of the field will pull up a calendar that you can use to select the dates you want)
- Use the drop-down list to search for payments by Payment Number, Receipt Date and Payment Amount. For example, the DLC may process multiple orders and returns together, so the amount that hits your bank may not necessarily match up to any one order. You can select Payment Amount in the Search By field, and enter the exact amount of the debit that hit your bank and click Go. The payment information will include all invoices and returns that were included in that debit.

Returns

- Search returns processed in the last 7, 14, 30, 60 or 90 days. Make your selection from the drop-down menu and click Go.
- Search returns processed within a specific date range. Click Go.
- Use the drop-down menu to search returns by number, date or status

When your list of returns displays, click on a specific return number to see more detail about that return.

Montgomery County MARYLAND
Department of Liquor Control
FARM 68 - EBSTST20

Montgomery BWL Catalog | Direct Item Entry | **Returns** | Track Orders | Shopping Cart | Shopping List | FAQ

Track Orders | Invoices | Payments | Returns

Search: All Products [Go] Advanced Search

Returns

Below is a list of your returns. Click on the return number to view the return details.

Returns created in the last: 7 days [Go]

Returns Between: [] and [] [Go]

Search By: Return Number, Return Order Date, Booked Date, Return Status [greater than] [Go]

Return Number	Return Order Date	Booked Date	Return Status
201035	13-FEB-2015		Entered
201094	13-FEB-2015		Entered
201093	13-FEB-2015		Entered
201092	13-FEB-2015		Entered
201091	13-FEB-2015		Entered
201090	13-FEB-2015		Entered
200999	13-FEB-2015		Entered
200998	13-FEB-2015		Entered
200997	13-FEB-2015		Entered
200996	13-FEB-2015		Entered
200995	13-FEB-2015		Entered
200994	13-FEB-2015		Entered
200993	13-FEB-2015		Entered
200992	13-FEB-2015		Entered
200991	13-FEB-2015		Entered
200990	13-FEB-2015		Entered
200989	13-FEB-2015		Entered
200988	13-FEB-2015		Entered
200987	13-FEB-2015		Entered
200986	13-FEB-2015		Entered
200985	13-FEB-2015	2015-02-13 17:08:52	Booked
200984	13-FEB-2015		Entered
200983	13-FEB-2015	2015-02-13 17:06:53	Booked
200982	13-FEB-2015	2015-02-13 17:05:47	Booked
200981	13-FEB-2015		Entered
200980	13-FEB-2015		Entered

Clicking on a specific return number will show you what items were returned and the quantity, the amount of the return, and the original order number.

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Search: All Products [Go] Advanced Search

Return Details

Return Information

Return Number: 200994
Customer Name: []
Booked Date: []
Order Total: \$761.97
Charges: \$0.00

Return Status: Entered
Ordered Date: 13-FEB-2015
Return Status: ENTERED
Line Total: \$761.97

Customer Information

Customer: GUEST
Bill To: SILVER SPRING, MD 20901
UNITED STATES

Line	Part Number	Item Name	UOM	Returned	Return Reason	Status	Price	Original Order Number	Qty Ordered	Shipment Number
1	25454	ANGRY ORCHARD CRISP APPLE 4/6NR - 355ML	Case	5		Entered	\$-125.25	1006059	5	1
2	400424	ANGELINE CAL P/NOIR - 750ML	Case	2		Entered	\$-205.20	1004549	2	1
3	320971	MENAGE AU TROIS MIDNIGHT RED - 750ML	Case	4		Entered	\$-331.52	1003136	5	1

Sub Total: \$-761.97
Tax: \$0.00
Charges: \$0.00
Return Total: \$-761.97

Back to Returns Summary

Cart | Order Profile | Logout

Invoices

- Search invoices processed in the last 7, 14, 30, 60 or 90 days. Make your selection from the drop-down menu and click Go.
- Search invoices processed within a specific date range. For example, if you wanted to see all invoices for the month of March, you could enter Orders between March 1 and March 31 and click Go (note: clicking on the calendar icon to the right of the field will pull up a calendar that you can use to select the dates you want).
- Search invoices by Order Number or other options by using the drop-down menu.

The screenshot shows the Montgomery County Department of Liquor Control iStore interface. At the top, the logo and name 'MONTGOMERY COUNTY MARYLAND' are displayed, along with 'Department of Liquor Control' and 'FARM 68 - EBSTST20'. Below this is a navigation bar with links: 'Montgomery BWL Catalog', 'Direct Item Entry', 'Track Orders', 'Shopping Cart', 'Shopping List', and 'FAQ'. The 'Track Orders' link is highlighted with a red box. Underneath, there are sub-links: 'Track Orders', 'Invoices', 'Payments', and 'Returns'. The 'Invoices' link is also highlighted with a red box. A search bar contains 'All Products' and a 'Go' button. Below the search bar is a 'Track Orders' section with a 'Simple Search' heading. A message states: 'Below is a list of your orders. Click on the order number to view the order details.' Three search filters are shown with red arrows pointing to them: 1. 'Orders created in the last: 7 days' with a 'Go' button. 2. 'Orders between: [] and []' with a 'Go' button. 3. 'Search By: Order Number' with a dropdown menu showing 'PO Number', 'Order Date', 'Order Status', and 'Order Created By', and a 'Go' button. At the bottom right, there are links for 'Cart', 'Order', 'Profile', and 'Logout'.